

# United States Mission Nigeria

## Vacancy Announcement

No. 2008-072B	Date: October 17, 2008	Ref:
Subject:	INFORMATION MANAGEMENT ASSISTANT	
Location:	ABUJA – INFORMATION PROGRAM CENTER	
Applicability:	US CITIZEN APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMs)	

**OPEN TO:** U.S. Citizen Appointment Eligible Family Members (AEFMs), All Agencies

**POSITION:** Information Management Assistant, FP-6\*

**OPENING DATE:** October 17, 2008

**CLOSING DATE:** UNTIL FILLED

**WORK HOURS:** Full-Time; 40 hours/week

**SALARY:** \*Not Ordinarily Resident: US\$36,762.00 p.a. (Starting salary)  
(Position Grade: FP-06 to be confirmed by Washington)

**NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the position of Information Management Assistant in the Information Services Center (ISC) office.

**BASIC FUNCTION OF THE POSITION:**

The incumbent serves post's Local area Network (LAN) System Assistant with responsibility for procurement, installation and maintenance of all LAN hardware and software products. Assist with the installation of user PCs and applications which reside on local hard disks. Monitor system backup schedules for data protection and recovery in the event of system crashes. Ensures that post meets Diplomatic security and Information Assurance computer security standards. Maintain a complete inventory of all ADP related items, including hardware, software, training materials. Advise IMO, IPO, and Senior Systems Administrator on current and future automation requirements reflecting post program needs and goals. Train client/users in use of LAN system.

**To obtain a copy of this announcement and the position description, please visit our Mission websites at:**

<http://kss.irm.state.gov/sites/USEmbassyAbuja/HR/>  
[http://nigeria.usembassy.gov/job\\_opportunities.html](http://nigeria.usembassy.gov/job_opportunities.html)

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. High School Diploma is required.
2. Training in management and use of ADP systems is required. (Please indicate the training received in any of the following areas: desktop and server computer hardware configuration and maintenance, front office and back office software administration and maintenance, website development and maintenance, computer networking, computer security, and telecommunication).
3. At least three years of progressively responsible experience in the computer field is required.
4. Level IV (Fluent) Speaking/Writing English Language is required.
5. A thorough understanding of PC operating systems (Window 2003 Server, Windows XP), as well as hardware for personal computers is required.
6. Must have ability to manage all aspects of LAN computer system without contract help and limited help from Washington based Computer Specialists.



## **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Only successful applicants who meet the minimum requirements will be notified.
4. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
5. **Selected Candidate must be able to secure a Security Clearance via E-qip.**

## **HOW TO APPLY:**

Interested applicants for this position **MUST** submit the following, or the application will not be considered:

1. **A type-written and signed application letter** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae listing all job responsibilities and provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. **Please indicate position title and vacancy announcement number on the top right corner of the envelope.**

## **SUBMIT APPLICATION TO:**

Embassy of the United States of America  
Human Resources Office  
Plot 1075 Diplomatic Drive  
Central District Area  
Abuja

## **POINT OF CONTACT:**

Tel: 09-461-4000 ext. 4303  
Fax: 09-461-4036

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: (UNTIL FILLED)**



The US Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### **An Equal Opportunity Employer**

Approval: HRO:SNtshakala  
Drafted:NChijioke-Eze:nc/ca  
Cleared:IMO:MKane  
Cleared:FMO:KDoyle